Dana Rabaa

HR Coordinator
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PROFILE SUMMARY

Versatile and results-oriented HR Coordinator with proven experience managing full-cycle recruitment and HR operations across manufacturing, industrial, and multi-sector environments.
Combines a strategic approach to talent acquisition with hands-on HR coordination, ensuring compliance, employee engagement, and efficient onboarding. Recognized for delivering measurable hiring outcomes, improving retention rates, and supporting organizational growth through targeted people solutions.

EXPERIENCE

ICC Group, Beirut, Lebanon January 2026-April 2026
HR Coordinator

- Oversee the end-to-end internship program, including candidate interviews, feedback coordination, intern communications, documentation, payments, and issuing internship certificates.
- Calculate transportation allowances based on the attendance report.
- Handle payroll execution including loan and other related matters.
- Responsible to calculate overtime, per diem, school allowances, interns payments, and other related documents.
- Complete the promissory bills process and follow up with concerned parties for efficient execution.
- Preparing job offers and following up with new hires to keep them engaged and updated on the recruitment process status.
- Distributing necessary documents to new hires for the recruitment process and ensuring they are completed and signed before officially joining the company during the pre-boarding phase.
- Provide complete administrative support to the HR Department; handle to day to day HR Operations.

Serum Products S.A.L., Choueifat, Lebanon April 2022-December 2025
HR Officer

- Support end-to-end HR operations across the organization, ensuring alignment with company policies, GMP, and regulatory requirements.
- Maintain and update employee records, personnel files, and HR databases to ensure accuracy and compliance with internal and external audit standards.
- Oversee attendance management, leave tracking, and timekeeping systems to support payroll accuracy and workforce planning.
- Coordinate onboarding and induction programs, ensuring new hires are effectively integrated into company culture, safety procedures, and compliance standards.
  Assist in payroll processing by verifying attendance, employee data, and contractual details.
- Support the implementation and administration of HR policies, procedures, and documentation in line with ISO and regulatory requirements.
- Contribute to performance management processes by coordinating evaluations, tracking completion, and supporting development plans.
- Liaise with external stakeholders, including insurance providers, training vendors, and government authorities, to ensure compliance and timely processing of HR-related documentation.
- Prepare HR reports and dashboards, tracking key metrics such as attendance, turnover, and workforce trends to support decision-making.
- Assist in handling employee relations matters by addressing inquiries and supporting resolution of day-to-day HR issues.
- Support audit and inspection processes by preparing required HR documentation and ensuring compliance with GMP standards.
- Provide administrative support for training programs, including scheduling, recordkeeping, and tracking employee development activities.
- Participate in continuous improvement of HR processes and systems to enhance operational efficiency.
- Provide limited support to recruitment activities, including coordinating interviews, maintaining ATS data, and assisting with onboarding logistics when required.

BPLUS, Bshemoun, Lebanon 2021-2022
HR and Operations Specialist

- Monitor weekly/monthly attendance (Annual Leave, Sick Leave, etc.) and investigate reasons for staff absences and collect the data to prepare the KPI's.
- Post job vacancies, source and screen candidates, coordinate with departments, and issue employment contracts.
- Handle employee insurance and NSSF matters in compliance with contract regulations.
- Manage HR documents, schedule meetings/interviews, prepare warning and contract letters, and coordinate staff events.
- Develop recruitment plans and sourcing strategies to attract suitable candidates for open positions.
- Manage payroll and maintain accurate employee records, ensuring confidentiality and compliance.
- Serve as a point of contact for employee inquiries regarding benefits, and support equality, health, and safety initiatives.
- Assist with performance management procedures and support the employee termination process professionally

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Galico, Beirut, Lebanon 2021-2022
HR and Operations Specialist

- Process ledger and book entries, analyze accounts, and reconcile financial data as per company procedures.
- Identify and correct routine errors and anomalies in input data to ensure accuracy.
- Prepare bank reconciliations, issue invoices, and handle payment processing.
- Manage salary calculations and ensure timely salary disbursement.
- Screen applicants and assist in the hiring process for vacant positions.
- Prepare and submit NSSF declarations in compliance with local regulations.

EDUCATION

Lebanese American University, ACE, Beirut, Lebanon 2025-till present
Human Resources Management

University Saint Joseph, Beirut, Lebanon 2014-2017
Bachelor's degree in economics sciences

Besancon, Beirut, Lebanon Graduated in 2014
Lebanese Baccalaureate, S.E

SUMMARY SKILLS

Industry Skills:
Recruitment and Onboarding, Employee Relations, HR Administration, Payroll and Attendance support, Time Management, Communication skills, Problem Solving, Teamwork and Collaboration, End-to-End Recruitment & Selection, Blue & White Collar Hiring, Manufacturing & Industrial Workforce Planning, Talent Pipelining & Market Mapping, Interviewing & Candidate Assessment, HR Operations & Onboarding Coordination, Employer Branding & Candidate Experience, Recruitment Metrics & Reporting Stakeholder & Client Relationship Management

Computer skills: Word, Excel, Power Point

LANGUAGES

Arabic: Native **|** **English:** Fluent **|** **French:** Fluent